

# Vacation Care Booking Sheet

## Dec/Jan 2014

**DIRECTOR:** Michael Aistrop **CRN:** 407 255 611X **FAX:** 08 8374 1038  
**VAC CARE QUERIES TO OSCH:** 08 8276 9065 or **CLG SCHOOL:** 08 8276 1523  
**NB:** The closing date for bookings is Friday 29<sup>th</sup> November



**\*All students must be at Vacation Care at 9.00am on Excursion Days\***

Family Name: \_\_\_\_\_

Children's Names:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

### Dec/Jan 2014 Vacation Care Dates

**\* Please circle the dates that you require for this Vacation Care period.**

\* Please note that in the event of extreme weather conditions, incursions/excursions may change.

\* Please note cancellation fee now applies to Excursion Days

<b>Wk 1</b>	Monday 16/12/13 <b>Xmas Celebrations</b>	Tuesday 17/12/13 <b>Ice Arena</b>	Wednesday 18/12/13 <b>Clay Day</b>	Thursday 19/12/13 <b>Carnival Knights Performance</b>	Friday 20/12/13 <b>Movies</b>
<b>Wk 2</b>	Monday 6/1/14 <b>Aussie Rock</b>	Tuesday 7/1/14 <b>Jumping Castle</b>	Wednesday 8/1/14 <b>Gym Jamming</b>	Thursday 9/1/14 <b>Marion Aquatic Centre</b>	Friday 10/1/14 <b>Talent Day</b>
<b>Wk 3</b>	Monday 13/1/14 <b>CSIRO Science Day</b>	Tuesday 14/1/14 <b>Movies</b>	Wednesday 15/1/14 <b>Hahndorf Farm Barn</b>	Thursday 16/1/13 <b>Carnival Knights Performance</b>	Friday 17/1/14 <b>Water Day</b>
<b>Wk 4</b>	Monday 20/1/14 <b>Star Dome</b>	Tuesday 21/1/14 <b>Peter Coombe Performance</b>	Wednesday 22/1/14 <b>Animal Day</b>	Thursday 23/1/14 <b>SA Whale Museum</b>	Friday 24/1/14 <b>Party Day</b>

**I give permission for my child/ren to participate in the following excursions (please tick where applicable):**

- |   |  |
|---|--|
| <input type="checkbox"/> Mt. Thebarton Ice Arena EXCURSION (17.12.13) | <input type="checkbox"/> Mitcham Cinemas EXCURSION (14.01.14)                    |
| <input type="checkbox"/> Mitcham Cinemas EXCURSION (20.12.13)         | <input type="checkbox"/> Handorf Farm Barn EXCURSION (15.01.14)                  |
| <input type="checkbox"/> Marion Leisure Centre EXCURSION (08.01.14)   | <input type="checkbox"/> Marion Cultural Centre Performance EXCURSION (21.01.13) |
| <input type="checkbox"/> Marion Aquatic Centre EXCURSION (09.01.14)   | <input type="checkbox"/> Victor Harbour EXCURSION (23.01.13)                     |

**YOUR CHILD/REN MUST:**

- |   |                       |
|---|-----------------------|
| • Have a hat that is not a cap                | • Have a drink bottle |
| • <b>Wear enclosed shoes (sandals are ok)</b> | • Have a packed lunch |
| • Bring own sunscreen                         | • Have snacks         |

Is the care work/study related or for respite? \_\_\_\_\_

**Please read the following carefully before signing**

I have read the policies on bookings, payments, access, sun safety, behaviour management, extreme weather and nutrition (see attached).

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that there is a non-cancellation fee where **no refund will be issued unless you have a doctor's certificate for illness of your child/children.**

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**An account for the full amount (\$40.00/day less Childcare Benefit or \$50.50/day less Childcare Benefit for excursion days) will be sent home to you AFTER Vacation Care has finished and payment must be made IN FULL by Thursday (Week 2 Term 2)**

**Priority of access will not be actioned after close of bookings.**

**OPENING TIMES:** Vacation Care: 7.30 am to 6.00pm

**COSTS:** \$40.00 for full day (no half sessions) \$50.50 for full day excursions (no half sessions)

**CHILD CARE BENEFIT (CCB) FOR REDUCED FEES:**

If you would like to receive CCB it is available to most families through Centrelink. To receive CCB you need to contact the Family Assistance Office (FAO) 13 61 50 before your child starts. You can either receive Child Care Benefit as reduced fees or as a lump sum payment given at the end of the financial year. It is your responsibility to ensure that your CCB details are up to date and correct.

**CANCELLATION POLICY:** If your child is not going to use the Vacation Care service for whatever reason, you must cancel **48 hours before your booked attendance. Please note that a cancellation fee of \$20 per day will apply to all excursion days whether cancelled in time or not.** This is because staffing/buses/bookings have been paid for based on booking numbers and are non-refundable. The only exception is if your child is ill and has a doctor's certificate. Please let us know as soon as possible if your child is ill and will not be attending. **If 48 hours notice is not given or a doctors certificate is not supplied you will be billed in full.**

**SUN POLICY:** Children cannot play outside unless they are wearing approved hats (broad brimmed or Legionnaires style – not baseball caps or visors). Please apply sunscreen before they come each day and a named sunscreen for later application if needed for outdoor activities.

**EXTREME WEATHER:** Please note that in the event of extreme weather conditions, incursions/excursions that fall on these days may change or be cancelled. Other activities will be provided in the case of such an occurrence.

**PAYMENT OF ACCOUNTS:** Our account payment policy is strictly 14 days. Accounts will be sent out as soon as possible in the week following the end of Vacation Care, either via your child's class teacher, emailed or posted to your home address. The account can be paid at the cashier's office at C.L.G school between the hours of 8.30am – 11:30am on any school day. The office will accept cash, cheque and credit cards as acceptable ways of payment - please no money orders. EFTPOS facilities are not available. Credit Card payments can also be made by phoning the School Finance Officer on 8276 1523. Please give your remittance advice slip (found at the bottom of your account) signed and dated with your payment, you will be provided with a cash register receipt. Bizgate online is also available. You do not need a student ED ID if paying Vac Care fees using Bizgate. The ID to use is 9999999990.

**BEHAVIOUR MANAGEMENT POLICY:** We aim to keep Vacation Care a safe and happy place for your child. We expect children to adhere to the behaviour rules and consequences and we expect parents to support these. Children are expected to show a sense of responsibility and respect towards other people, property and themselves. We encourage children to take responsibility for their actions. Children who exhibit repeated unacceptable behaviour may be suspended or excluded from the service as per behaviour management policy. (The OSHC/ Vacation Care rules and consequences are displayed in the OSHC room).

**FOOD AT VACATION CARE:** Our Vacation Care food policy is based on Australian Dietary Guidelines for children. CLG Vacation Care is a nut-free, honey-free and sesame seed free environment. **Children must bring a packed lunch and drink each day, a packed recess may be required on excursion days when leaving early. Children are offered morning and afternoon tea** which consists of sandwiches (vegemite, cheese spread, 100% fruit jam), raisin bread, fresh fruit (e.g. apples, oranges, grapes), savoury biscuits, dip, cheese, carrots, celery, capsicum, cucumber, sultanas and special food for the day which may be pizza, food made by Vacation Care cooking activity groups, frozen fruit iceblock sticks. Fresh drinking water is provided. Children with special diets or food allergies are fully catered for. Please advise us when you enrol your child/ren.

**WAITING LIST POLICY:** If a place is not immediately available at the service, the child may be put on a waiting list. Details about priority of access eligibility, and care requirements will be required. Once on the waiting list, the family is asked to contact the service regularly to confirm if they wish to remain on the list. When a place becomes available, the family will be contacted by the director and full enrolment may proceed. The following are the orders of priority of access.

1. Established permanent bookings and sudden emergencies occurring on that day.
2. Regular casuals (e.g. who are enrolled and use the service on a fortnightly rotating basis).
3. Families who have enrolled and not yet used the service.
4. New families wishing to use the service.

The following guidelines regarding access to the service have been set out by the Australian Government, Department of Family and Community Services.

Priority 1 – a child at risk of serious abuse or neglect.

Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work / training / study test under section 14 of the Family Assistance Act.

Priority 3 – any other child

Within these main categories priority should also be given to the following children:

Children in Aboriginal and Torres Strait Islander families, children in families which include a disabled person, children in families on lower incomes, children in families with a non – English speaking background, children in socially isolated families, children of single parents.

A minimum of two weeks notice is required for children who require additional support to access the Vacation Care program.